



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 00-252
POSITION: Office Automation Specialist
SERIES/GRADE: PG-0301-11
SALARY RANGE: \$41,834 - \$54,385 PA
ISSUE DATE: 08/07/00
CLOSING DATE: 08/28/00
NUMBER OF VACANCIES: One
ORGANIZATION: Documents Sales Service
Field Operations Division
Pueblo Branch
Office of the Chief
GEOGRAPHIC LOCATION: Pueblo, CO
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: Yes
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent performs system administration functions for the Distribution Center components of the integrated computer system. Develops requirements for and tests system modifications; establishes quality measurements for system response times and performance; documents and reports system performance irregularities; and develops and maintains system codes. Resolves routine hardware or software problems related to employees' use of the integrated computer system. Resets user passwords, resolves security and user access problems; and develops and maintains adequate network printing support, including remote printing for critical order fulfillment documents and customer correspondence. Installs and/or relocates electronic equipment and upgrades software on microcomputers. Trains employees in the components of the integrated computer system. Develops and modifies customized user menus and on-line help systems. Serves as subject expert for bar coding and scanning equipment. Performs routine equipment maintenance, periodically tests devices and report significant equipment failures to appropriate area. Serves as liaison with OIRM and vendors in regard to network operations and requirements. Performs demonstrations and provides information to outside parties interested in the Center's and GPO's integrated computer systems. Provides guidance to and reviews work of employee assigned to work with the incumbent on network projects. Analyzes operational and administrative work processes and makes recommendations for improvements to manual and/or automated processes. Determines most efficient and cost-effective hardware and software systems; investigates availability on the market by communicating requirements to vendor and develops justifications for purchase. Estimates and recommends annual monetary amounts needed for computer equipment, software acquisition, and maintenance contract renewal for inclusion in PDDC's budget submission. Participates in process improvement and benchmarking teams with members of other operational areas and occasionally with vendor representatives outside the Government Printing Office.

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience at the next lower level. Specialized experience is experience which has equipped the candidate with the knowledge, skills and abilities to successfully perform the duties listed above.

Note: Candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under the merit promotion process.

RANKING FACTORS: (*Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.*)

1. Ability to develop electronic system requirements, customized network and microcomputer application and equipment plans suited to the operational needs of warehouse management and order fulfillment principles and practices.
2. Knowledge of bar coding technology and programming in order to provide technical support for this equipment.
3. Knowledge of analytical methods and techniques to evaluate the effectiveness of computer and technology operations.
4. Skill in assessing and handling technical problems in order to provide user support for a variety of electronic system applications.
5. Ability to communicate effectively orally and in writing.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit an SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
North Capitol and H Streets NW
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1200
TDD (202) 512-1519

"THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES"
****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****